

INSTRUCTIONS FOR UPDATING SCHOOL BUS INVENTORY

Bus Inventory Updates for 2017 should be made in the Excel Files available at

[2017 Inventory](#) (Ctrl + Click) on the Kentucky Department of Education Website

- Save the district excel file from the KDE Website to the computer.
- Make the necessary updates by following the instructions shown below.
- Save the updates and email to KDE at pupiltrans@education.ky.gov.
- Your corrections will be made manually by KDE. An updated inventory will be posted for your review after October 31st.
- *Note: Please be advised 2003 model and older buses are out of depreciation.*

To update any information make the changes and **highlight in red**.

Example 1: Changing the Plate Number:

Before Update:

1	KP0967	HDC	52	DLY	2010	INTER	UAAL1BB288304	NEW
2	KP0965	HDC	52	DLY	2010	INTER	UAAL3BB288305	NEW
3	KP0966	HDC	52	DLY	2010	INTER	UAAL5BB288306	NEW
4	KP0968	REG	78	DLY	2010	INTER	VAAR2BA285712	NEW
5	KP0969	REG	78	DLY	2010	INTER	VAAR4BA285713	NEW

After Update:

BUS NUM	PLATE NUM	BUS TYPE	CAP	BUS USE	MODEL YEAR	MAKE	VIN
1	KP0968	HDC	52	DLY	2010	INTER	UAAL1BB288304
2	KP0965	HDC	52	DLY	2010	INTER	UAAL3BB288305
3	KP0966	HDC	52	DLY	2010	INTER	UAAL5BB288306
4	KP0968	REG	78	DLY	2010	INTER	VAAR2BA285712
5	KP0969	REG	78	DLY	2010	INTER	VAAR4BA285713

Example 2: Changing the VIN Number:

Confirm the new VIN numbers are correct. The first four characters of the VIN will not be listed. All VIN's listed will contain 13 digits.

Before Update:

1	KP0967	HDC	52	DLY	2010	INTER	UAAL1BB288304	NEW
2	KP0965	HDC	52	DLY	2010	INTER	UAAL3BB288305	NEW
3	KP0966	HDC	52	DLY	2010	INTER	UAAL5BB288306	NEW
4	KP0968	REG	78	DLY	2010	INTER	VAAR2BA285712	NEW
5	KP0969	REG	78	DLY	2010	INTER	VAAR4BA285713	NEW

After Update:

BUS NUM	PLATE NUM	BUS TYPE	CAP	BUS USE	MODEL YEAR	MAKE	VIN
1	KP0968	HDC	52	DLY	2010	INTER	UAAL1BB288304
2	KP0965	HDC	52	DLY	2010	INTER	UAAL3BB288309
3	KP0966	HDC	52	DLY	2010	INTER	UAAL5BB288306
4	KP0968	REG	78	DLY	2010	INTER	VAAR2BA285712
5	KP0969	REG	78	DLY	2010	INTER	VAAR4BA285713

Example 3: Change the Bus Use: from Daily (DLY) to Spare (SPR)

Before Update:

BUS NUM	PLATE NUM	BUS TYPE	CAP	BUS USE	MODEL YEAR	MAKE	VIN
1	KP0968	HDC	52	DLY	2010	INTER	UAAL1BB288304
2	KP0965	HDC	52	DLY	2010	INTER	UAAL3BB288309
3	KP0966	HDC	52	DLY	2010	INTER	UAAL5BB288306
4	KP0968	REG	78	DLY	2010	INTER	VAAR2BA285712
5	KP0969	REG	78	DLY	2010	INTER	VAAR4BA285713

After Update:

BUS NUM	PLATE NUM	BUS TYPE	CAP	BUS USE	MODEL YEAR	MAKE	VIN
1	KP0968	HDC	52	DLY	2010	INTER	UAAL1BB288304
2	KP0965	HDC	52	DLY	2010	INTER	UAAL3BB288309
3	KP0966	HDC	52	DLY	2010	INTER	UAAL5BB288306
4	KP0968	REG	78	SPR	2010	INTER	VAAR2BA285712
5	KP0969	REG	78	DLY	2010	INTER	VAAR4BA285713

For buses sold or taken out of service: Highlight in Red and strikethrough

To strikethrough: select the entire row – right click – click on format cells – click on font – select the strikethrough box under effects – change color to red – click ok

SCHOOL BUS INVENTORY

BUS		PLATE	BUS	CAP	BUS	MODEL	MAKE	VIN	COND
NUM	NUM	TYPE	USE	YEAR					
1	KP0968	HDC	52	DLY	2010	INTER	UAAL1BB288304	NEW	
2	KP0965	HDC	52	DLY	2010	INTER	UAAL3BB288309	NEW	
3	KP0966	HDC	52	DLY	2010	INTER	UAAL5BB288306	NEW	
4	KP0968	REG	78	SPR	2010	INTER	VAAR2BA285712	NEW	
5	KP0969	REG	78	DLY	2010	INTER	VAAR4BA285713	NEW	
6	KP0970	REG	78	DLY	2010	INTER	VAAR6BA285714	NEW	
7	KP0971	REG	78	DLY	2010	INTER	VAAR8BA285715	NEW	
8	KP0972	REG	78	DLY	2010	INTER	VAARXBA285716	NEW	
9	KP0973	REG	78	DLY	2010	INTER	VAAR1BA285717	NEW	
10	KP0974	REG	78	DLY	2010	INTER	VAAR3BA285718	NEW	
11	KP0975	REG	78	DLY	2010	INTER	VAAR5BA285719	NEW	
12	KP0976	REG	78	DLY	2010	INTER	VAAR1BA285720	NEW	
13	KP0977	REG	78	DLY	2010	INTER	VAAR3BA285721	NEW	
14	KP0978	REG	78	DLY	2010	INTER	VAAR5BA285722	NEW	
15	KP0979	REG	78	DLY	2010	INTER	VAAR7BA285723	NEW	
16	KP0980	REG	78	DLY	2010	INTER	VAAR9BA285724	NEW	
17	KP0981	REG	78	DLY	2010	INTER	VAAR0BA285725	NEW	
18	KP0982	REG	78	DLY	2010	INTER	VAAR2BA285726	NEW	
19	KP0983	REG	78	DLY	2010	INTER	VAAR4BA285727	NEW	
20	KP0984	REG	78	DLY	2010	INTER	VAAR6BA285728	NEW	
21	KP0985	REG	78	DLY	2010	INTER	VAAR8BA285729	NEW	
22	KP0986	REG	78	DLY	2010	INTER	VAAR4BA285730	NEW	
23	KP0987	REG	78	DLY	2010	INTER	VAAR6BA285731	NEW	

Format Cells

Font: Calibri Light (Headings) | Font style: Regular | Size: 10

Underline: None | Color: AaBbCcYyZz | ☐ Normal font

Effects: ☒ Strikethrough | ☐ Superscript | ☐ Subscript

This is a TrueType font. The same font will be used on both your printer and your screen.

OK Cancel

Sold or taken out of service bus update changes should look like below:

BUS NUM	PLATE NUM	BUS TYPE	CAP	BUS USE	MODEL YEAR	MAKE	VIN	COND	SVC YEAR	BY	MODEL YEAR	MAKE	PURCH BY	AUTO TRANS	ENG TYPE
1	KP0968	HDC	52	DLY	2010	INTER	UAAL1BB288304	NEW	2010	STA	2010	ICC	STA	Y	D
2	KP0965	HDC	52	DLY	2010	INTER	UAAL3BB288309	NEW	2010	STA	2010	ICC	STA	Y	D
3	KP0966	HDC	52	DLY	2010	INTER	UAAL5BB288306	NEW	2010	STA	2010	ICC	STA	Y	D
4	KP0968	REG	78	SPR	2010	INTER	VAAR2BA285712	NEW	2010	STA	2010	ICC	STA	Y	D
5	KP0969	REG	78	DLY	2010	INTER	VAAR4BA285713	NEW	2010	STA	2010	ICC	STA	Y	D
6	KP0970	REG	78	DLY	2010	INTER	VAAR6BA285714	NEW	2010	STA	2010	ICC	STA	Y	D

To Add New Buses: Add the new bus information at the bottom of the excel sheet and highlight it in yellow.

- It is required that you fill all information that you have available in all the columns.
- Add any buses your district has purchased from another district and list the name of the district it was purchased from.
- Add any buses that are not listed. Make sure all buses are accounted for.

976	KN8454	REG	78	DLY	2017	INTER	VAAR0AA167611	NEW	2017	STA	2017	ICC	STA	Y	D	D
977	KN8455	REG	78	DLY	2017	INTER	VAAR2AA167612	NEW	2017	STA	2017	ICC	STA	Y	D	D
978	KN8456 Fayette County	REG	78	DLY	207	INTER	VAAR4AA167613	NEW	2017	STA	2017	ICC	STA	Y	D	D

Highlight any buses that you do not believe are being properly depreciated in **GREEN**, if any and email to the pupil transportation inbox. You will receive an email that states this box is not monitored. It is set up to collect data, but not to respond to inquiries. Please email Carl Meehan directly with any questions.

Note: Please be advised 2003 model and older buses are out of depreciation.